

U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 11-45

OPEN TO:	All Interested Candidates	OPENING DATE: April 12, 2011
POSITION:	Security Investigator	CLOSING DATE: April 25, 2011
GRADE:	FSN-8; FP-06*	
POSITION NO:	L-56168	
WORK HOURS:	Full-time; 40 hours/week	
SALARY:	*Not-Ordinarily Resident: US \$44,737 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: Rs.904,666 p.a. (Starting salary) (Position Grade: FSN-8)	

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of a Security Investigator in the Security Office.

BASIC FUNCTION OF POSITION:

Incumbent under the supervision of Regional Security Officer, Assistant Regional Security Officer and Senior Security Investigator conducts background suitability investigations on prospective applicants for employment with the U. S. Government. This involves all stages of the investigative process to include planning, investigating, fact-finding, evaluation and writing the report. Incumbent conducts complex investigations as directed by the RSO/ARSO. The investigative scope is broad ranging to include thefts, fraudulent claims, security breaches, sham marriages, false identity, visa fraud and any other questionable or illegal activity. The incumbent ensures sufficient coordination has been completed with police authorities for Consulate's functions. The incumbent maintains liaison with mid level police and constabulary forces at the operational level and provides the full range of armed protective services and advances for the VIP visitors. Performs other related duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of university degree (fourteen year of education) in science or arts is required.
- 2. EXPERIENCE:** Minimum two years experience in investigative or security work with the police, military, or other organization is required.
- 3. LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good knowledge of principals and techniques of investigations. A good working knowledge of documentary sources of information and familiarity with national laws, which includes marriage, divorce, adoption, military service customs, traffic, diplomatic customs and crimes is required.
- 5. ABILITIES & SKILLS:** Must have an ability to operate computer (MS Office) with good typing speed. Must be able to draft a concise report in English and Urdu. This may be tested. Ability to structure information into informative and concise report is required. Must have an ability to maintain extensive contacts with mid and junior level officials of local security and law enforcement agencies, Exercise initiative and resourcefulness in obtaining information or evidence. Valid Pakistani driving license for Motor Car/Jeep and ability to drive the vehicle is required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html. Only short-listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 25, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.